

United States Mission Nigeria

Vacancy Announcement

No. 2010-083	Date: November 30, 2010	Ref: N72102
Subject:	IRC SPECIALIST (INFORMATION RESOURCE CENTER)	
Location:	ABUJA – PUBLIC AFFAIRS OFFICE (PAO)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION: IRC Specialist, PSA-10

OPENING DATE: December 2, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-Time; 40 hours/week

SALARY: **NOR - AEFM Not Ordinary Resident** – US\$56,323p.a. (Starting Salary)
(Position Grade: FP-05)

EFM Not Ordinary Resident - US\$48,338 p.a. (Starting salary)
(Position Grade: FP-05)

OR – Ordinary Resident – N4, 069,778.00 p.a. (Starting basic salary)
Position Grade: PSA-10

In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

The **U.S. Embassy, Abuja** is seeking to employ a suitable and qualified candidate for the position of an IRC Specialist in the Public Affairs Office.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the Internet Webmaster of the Embassy under the supervision of the Information Resource Officer, with additional oversight by the Counselor for Public Affairs. Primary responsibilities include development and maintenance of the Embassy webpage. She/he participates in developing social media and networking initiatives, as directed, including posting new entries to blog sites, keeping Facebook pages current and developing knowledge of new and emerging technology used by Public Affairs Section. Assists with technical production, with

podcasting, videocasting, and online outreach initiatives. Respond to inquiries from key target audience-and-outreach-services-using-the-broad-spectrum-of-web-based/information dissemination and communication tools. Assist PAS/IRC staff in technology-based outreach. ,

To obtain a copy of this announcement please visit our Mission websites at:

http://nigeria.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. A University first degree in Information or Computer science, Political science, International affairs, Library science, American studies is required.
2. One to three years of progressively responsible experience in the field of electronic dissemination is required.
3. Level IV Fluent (Speaking/Reading/Writing) English is required.
4. Strong knowledge of current information technologies with emphasis on 2.0 is required
5. A comprehensive knowledge of computers and software related to webpage design is required.
6. Ability to apply design techniques to develop and maintain web pages is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as an DS-174; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO

Human Resources Office, Abuja
Attention: Recruitment
Address: Plot 1075 Diplomatic Drive Central District, Abuja.

Email Address: **HRNigeria@state.gov**

POINT OF CONTACT

Telephone: 09-461-4000 ext 4280

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.
- EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP. **This category may also include Members of Household who are not on the travel orders and who need a work permit to work legally in country.**

CLOSING DATE FOR THIS POSITION: December 13, 2010

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approval: R/HRO: PKhan
 Drafted: SUBah
 Cleared: PClaussen
 Cleared:FMO: KBohne